

# DimDim Web Conferencing Tutorial

DimDim is a synchronized freeware service that allows you to create live, online conferences for free. In the DimDim setting you can share documents, share a whiteboard, have live conversation in either instant message or spoken form, share PowerPoints and remote share your desktop. In maintaining Baker University School of Professional and Graduate Studies' policy on keeping courses asynchronous, DimDim allows you to record, archive and link to events held online. You do not have to download anything to use DimDim, you just have to sign up and begin your session.

Click here to go to [DimDim](http://DimDim.com).

## Signing Up

To begin, sign up for your account.

The screenshot shows the DimDim website homepage. At the top, there is a navigation bar with links: Home, Products, Open Source, Support, Partners, About Us, and My DimDim. A "Sign Up Free" button is prominently displayed in the top right corner. Below the navigation bar, a banner features a laptop displaying a DimDim interface, with the text "No. Brainer." and "Why drive when you can meet freely?". To the left of the laptop are three race bibs with numbers 403, 413, and 423. Below the banner, a text block describes DimDim as "the world's easiest web conference" and includes a "Get Started with DimDim" button. On the right side, there is a sidebar with a "Host Meeting" button, a "Join Meeting" button, and a "Dimdim Live Webinar" section with details about an agenda, date, and time, along with a "Sign Up" button and a "More Events..." link.

Enter the required information to set up your account.

**dimdim** [Sign Up Free](#)

[Home](#) [Products](#) [Open Source](#) [Support](#) [Partners](#) [About Us](#) [My Dimdim](#)

Create your own Dimdim account here.

Create a new Dimdim Free account

Choose Dimdim ID : [What's This?](#) **A**

E-mail Address : **B**

Password : **C** Re-enter Password :

**D** ☒ I have read and agree to Dimdim [Terms of Use](#) and [Privacy policy](#)

**E** ☒ Subscribe to news and updates at Dimdim

[Create Account](#)

Virus Free  
No Downloads  
No Spyware

A.

Create a new Dimdim Free account

Choose Dimdim ID : [What's This?](#)

Choose an ID that you can remember and recall when needed.

- B.** Enter your email address.
- C.** Enter your password to access your account in the future. Re-enter your password for confirmation.
- D.** Read through the Terms of Use and Privacy policy, and then check the box for acceptance.
- E.** If you check this box your registered email address will receive information and news.

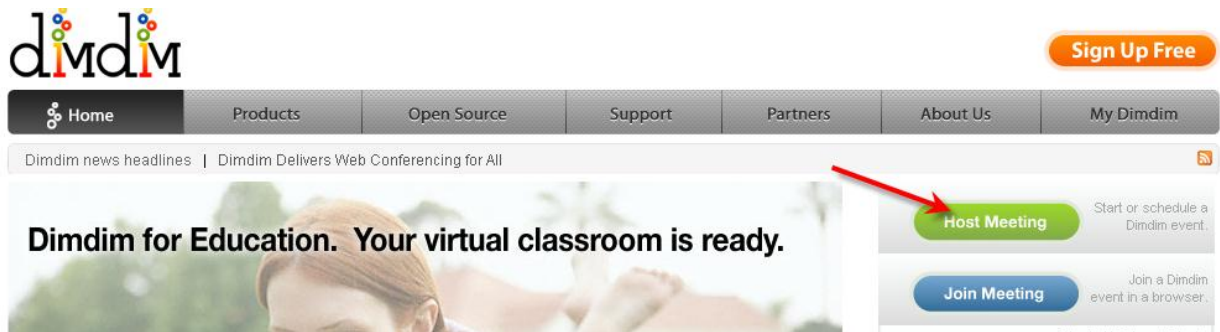
Create Account

When you are finished click

Once you create your account you will be prompted with a notice telling you that to verify the account an email has been sent to your registered email account. Access your email and click on the link to verify the email address. Once you do that you will be able to begin hosting a meeting.

## Host Meeting

On the initial interface to [DimDim](#) click on **Host Meeting**.



Next you will be asked to enter you DimDim ID and password. Click **Sign In**.

### Sign in to your account

Dimdim ID :

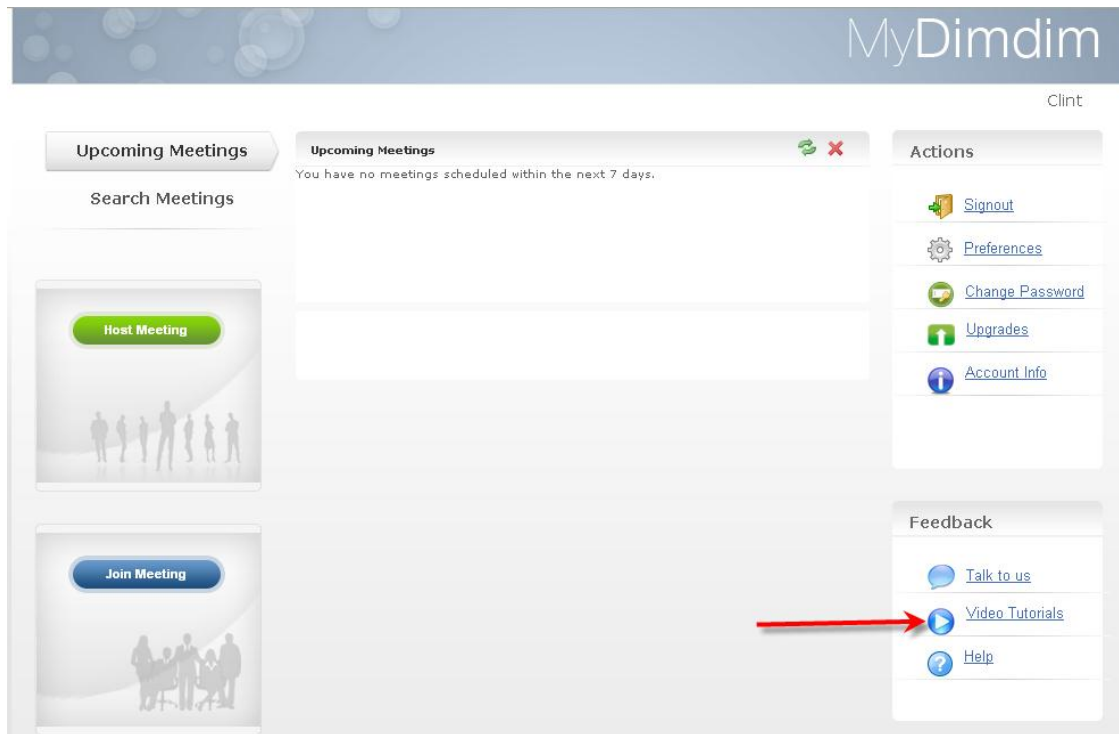
Password :

☐ Remember me on this computer

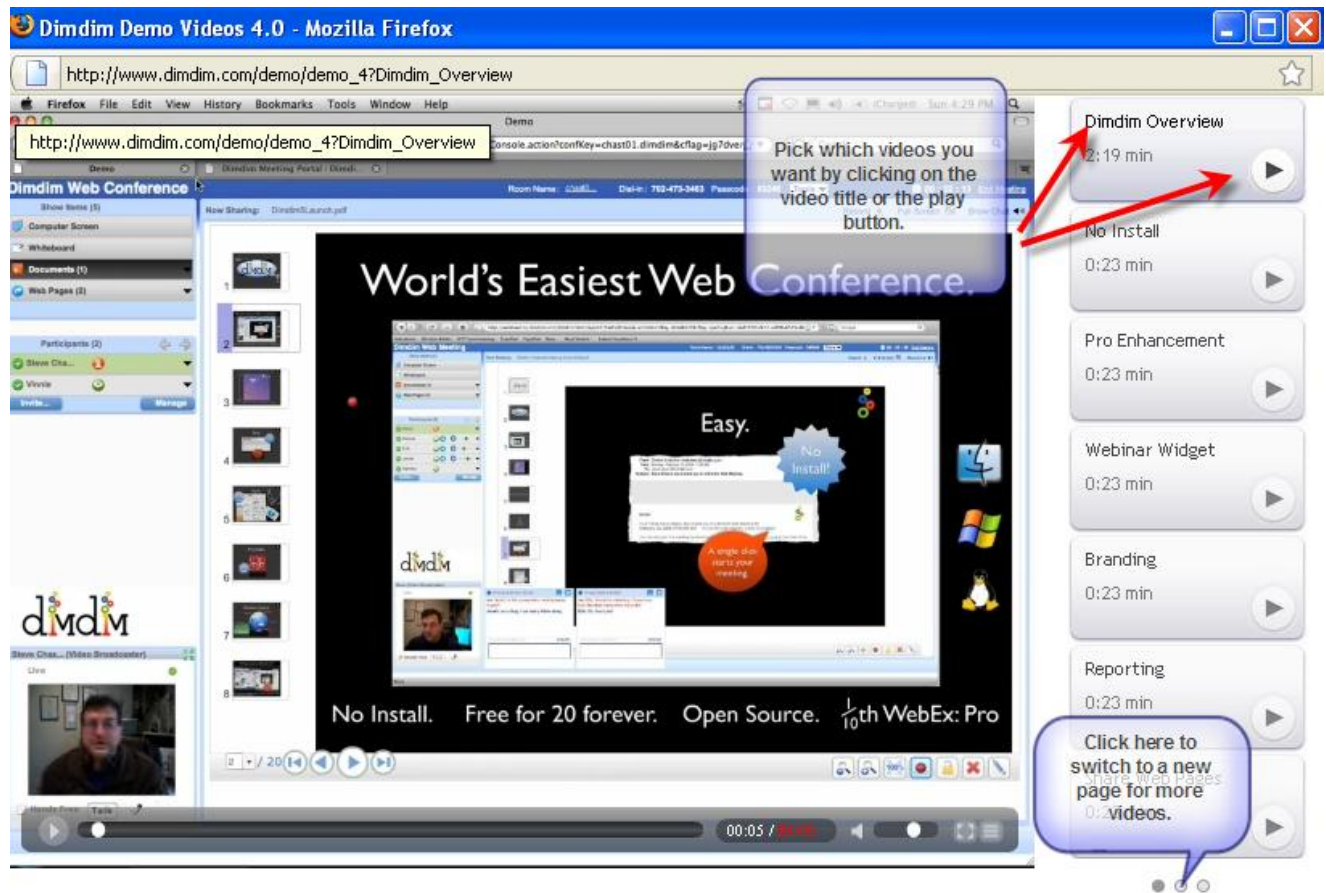
Sign In

[Forgot your password?](#)

Dimdim offers wonderful support videos demonstrating what some of the functions are and how to utilize them. When the screen refreshes you can access those videos by clicking on Video Tutorials on the right hand side of the screen.



A pop up screen will appear with the first video loaded to play. You can choose which video you want by clicking on the subject names to the right. There are three pages of videos to choose from.



To begin to host your own meeting, close the video page and click on **Host Meeting**.



When you click on **Host Meeting** a pop up window will appear with options to set for the meeting.

Host Meeting

General Features Dial-in

A Room Name mcduffiec

B Meeting Name mcduffiec

C Timing ☒ Start Now ☐ Schedule

Optional

D Agenda Enter a meeting agenda

E Invitees Enter a list of emails separated by ';'

F Send invites using ☒ Dimdim ☐ Local

G Host Key

H Meeting Key

0 Registrations More...

Start

There are three tabs in this pop up window; the first one is the **General** settings.

- A. Note that the room name reflects your user name.
- B. You can assign the meeting a specific name (this is something that you would want to make your students aware of prior to the meeting).
- C. You can either set the meeting to start now (immediately) or schedule it for a later date.
- D. Setting the agenda is optional. It will notify all users in the email sent to them what the agenda is.
- E. Enter the participants' email address that you plan to invite.
- F. You have a choice to either send the invitation using DimDim or use your local email provider.
- G. This locks in a key for the host to use when signing in, but if you begin an immediate session it is not needed.

- H. If you schedule a meeting this is needed to for the participants to be able to access the meeting. It should be provided in the email sent to them automatically, but you may want to follow up.

The next tab in the settings pop up window is the **Features**. These relate to what functions will be available in the meeting.

Host Meeting

General Features Dial-in

A/V & Chat

A Audio/Video Camera and Microphone

Auto Microphone OFF Auto HandsFree OFF

B Chat ON Private C ON Public

SynchroLive Resources

Computer Screen ON Whiteboard ON

Web Pages ON D Documents ON

Participant List ON Participants 20

Recording ON

E Meeting Length 2 Hours 15 Minutes

Start

- A. Select whether you are going to use your camera and microphone, microphone only, camera only or none by selecting the appropriate choice on the drop down menu.

Audio/Video Camera and Microphone

Microphone Only

Camera Only

None

- B. This lets you turn the chat feature (which is similar to instant messaging) on or off.
- C. This allows you make the meeting public or private. If it is made private students will need the Meeting Key from the General settings.
- D. Select which resources you want to make available during your meeting.

Note: There can only be 20 total users in the free version of DimDim (the instructor-or host-plus 19 others).

Participants 20 ▼

- E. Set the meeting length, both hours and minutes.

The next setting is Dial-in. By providing this you create a conference calling feature. You cannot mix conference calling and online attendees into the same conversation.

Host Meeting

General Features **Dial-in**

A International 712-432-6139

B Moderator Passcode 623833

C Attendee Passcode 623833

Display Dial-in Info ☒ D

- A. This is the number the participant would need to dial in to the meeting. Note, it is a long distance number.
- B. If the moderator (the instructor) dials in they would use this PIN number to access the meeting.
- C. The participants (students) would use this PIN number to attend the meeting.
- D. This needs to be set to ON for this feature to be available.

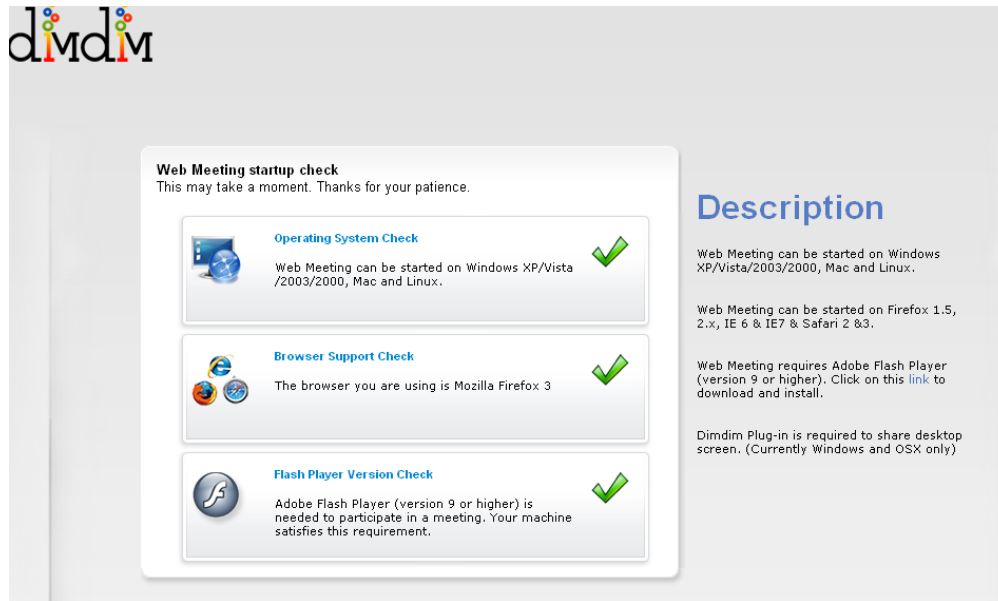
When you are finished with determining your settings you will click the **Start** button.

Start



## Inside the Meeting

Prior to you entering the meeting DimDim will run a system check to make sure that you have the necessary software and are compatible. If there is an error DimDim will let you know what you need to add so you able run their program.



Depending on the type of camera or microphone you have, if you are using one, you may have to tell it to let DimDim have access. When this screen appears just click on **Allow**.



You will be asked what you want to do with the meeting today, just click the X in the upper right hand corner and close that screen out.



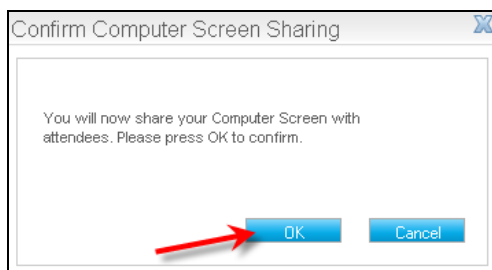
Dimdim's interface offers a variety of options.



- A. Clicking **Computer Screen** will give all users in the meeting access to the host's computer and what's on the screen. You will be able to click through images, files, and websites.

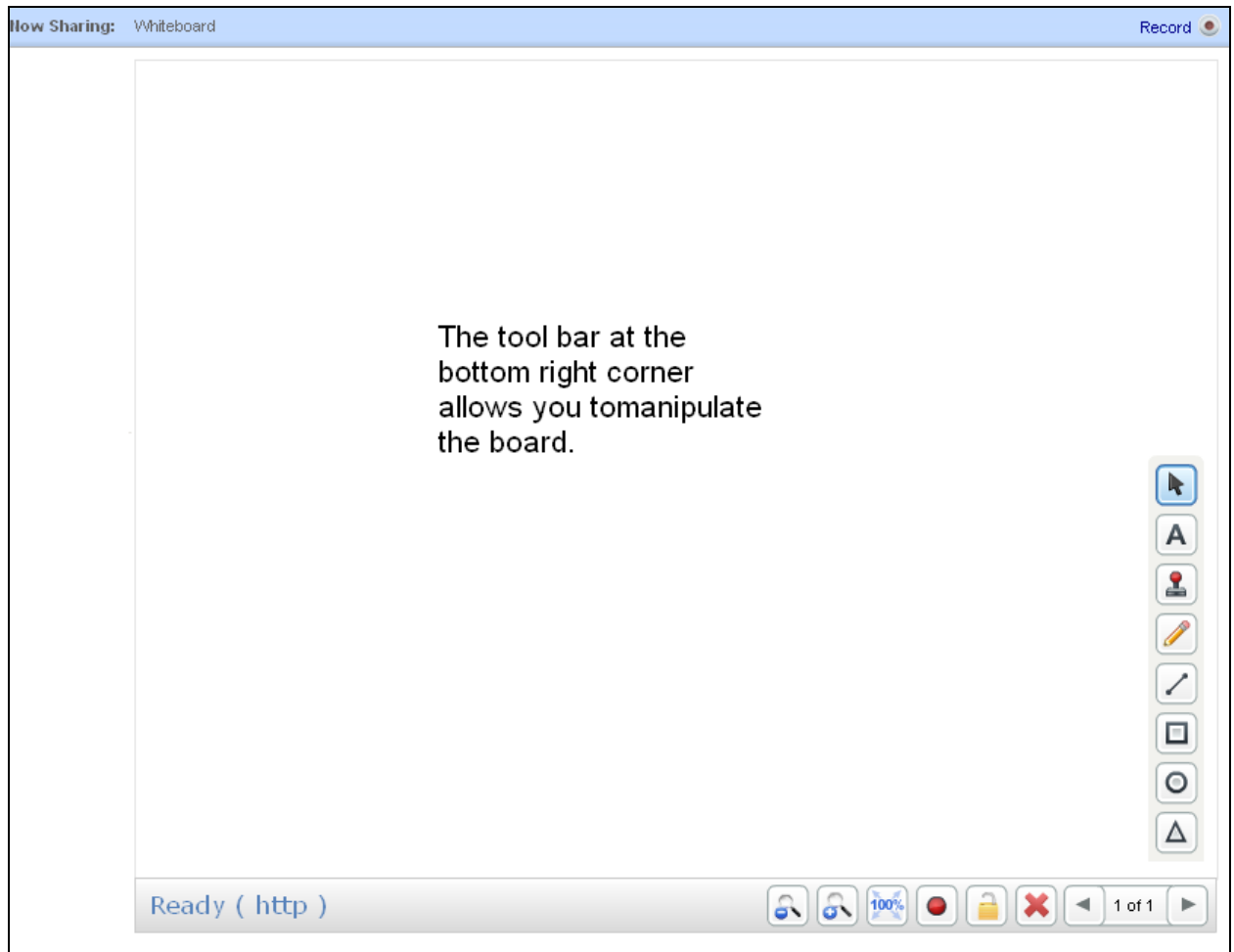
Note: You may be prompted that you need to add an additional plug in (either an Adobe Flash or Java Script). DimDim will take you to download the software that you need. Save the software file to your computer and then go to the file and double click on it, and tell it to run.

Once you click on **Computer Screen** you will also be asked to confirm that you want to share your computer screen.



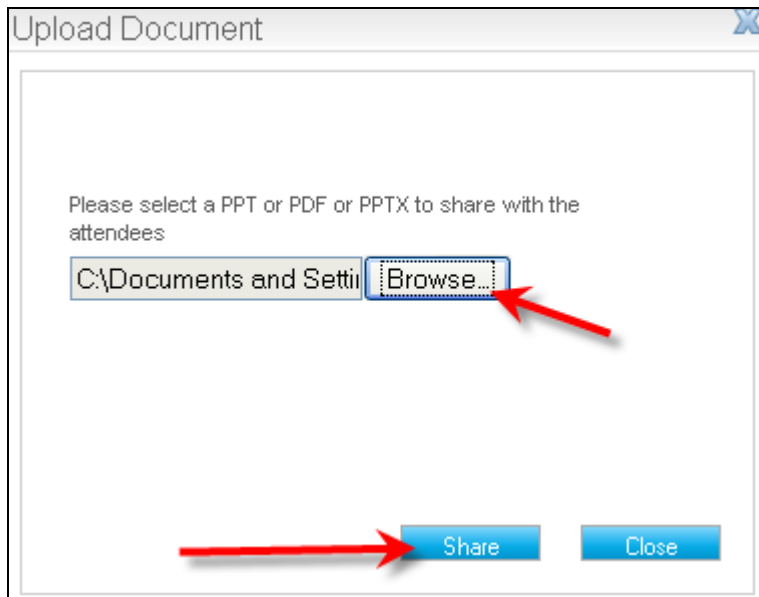
To turn off sharing your computer screen simply click on the **Computer Screen** tab again.

- B. Click on **White Board** and an interactive board will appear with editing tools in the bottom right hand corner.

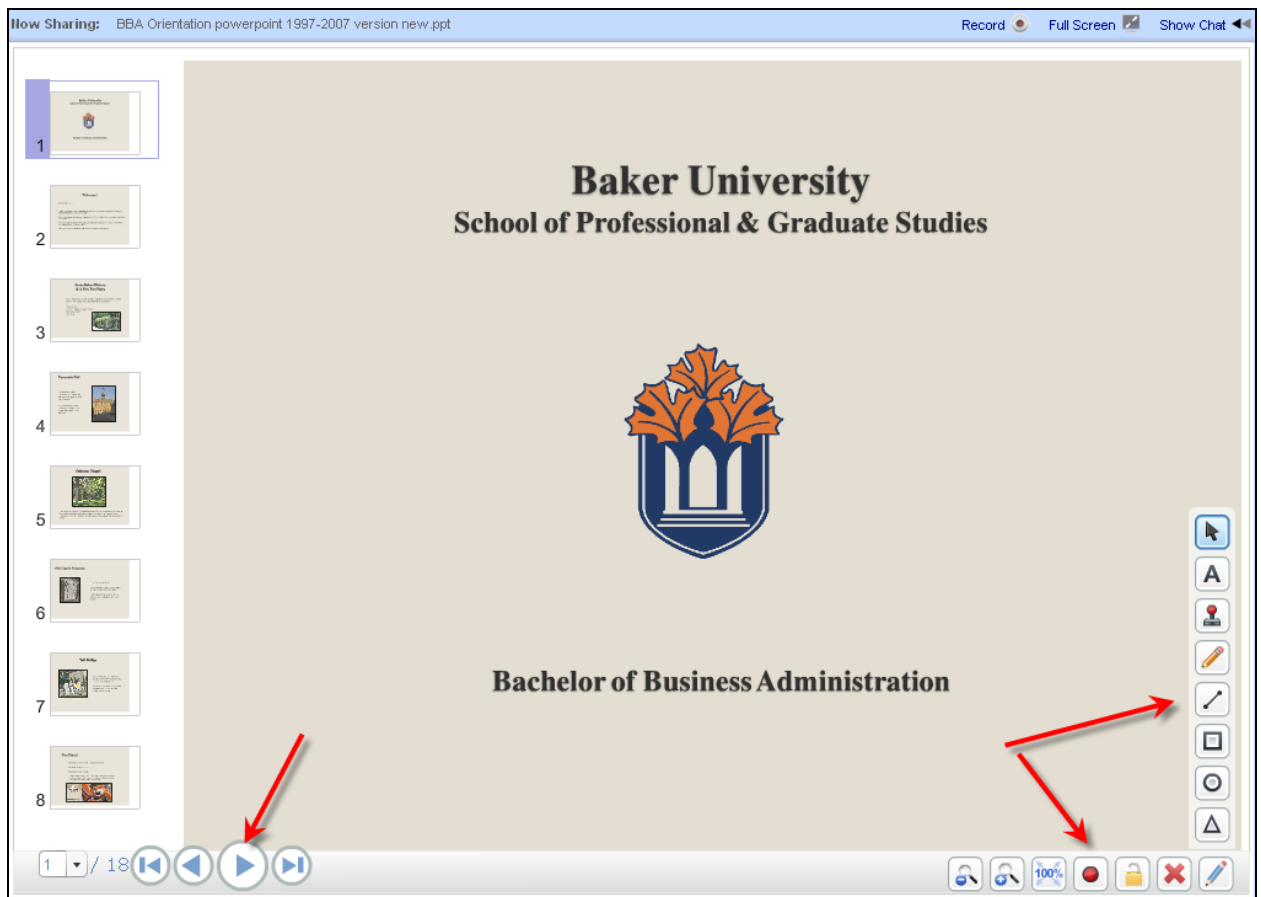


- C. By clicking on **Documents** you will be able to upload a PowerPoint (PPT) or PDF file to share. As of now DimDim's free version does not allow 2007 Microsoft Office applications.

Use the **Browse** button to search for which file you want to upload and then click the **Share** tab.



Once the file is uploaded you will have controls on maneuvering through pages and editing on the document in the bottom and in the right hand corner.




D. Click on **Web Pages** to be able to access websites to share with the users.

**Note:** Any web address that is password protected will not open in DimDim.

Enter the web address and click on share.

Upload URL

Please enter an URL to co-browse a synchronized webpage with all attendees



How Sharing: <http://www.bakeru.edu> Record Full Screen Show Chat

<http://www.bakeru.edu>

Give Feedback

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Own Confidence

Once you are in this format you can search other sites by simply adding the web address here.

Google Custom Search Search

Academics Baker Life Admissions Alumni Resources

Explore Baker University

College of Arts & Sciences | BALDWIN CITY

School of Professional & Graduate Studies  
KC METRO | TOPEKA | WICHITA

School of Nursing  
TOPEKA

School of Education  
BALDWIN CITY | KC METRO | TOPEKA | WICHITA

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[Business Information Meeting - Northland - 4/22/09](#)

[Undergraduate Art Exhibit](#)

[Senior receives Fulbright Scholarship to Germany](#)

[Franklin to speak at chapel service](#)

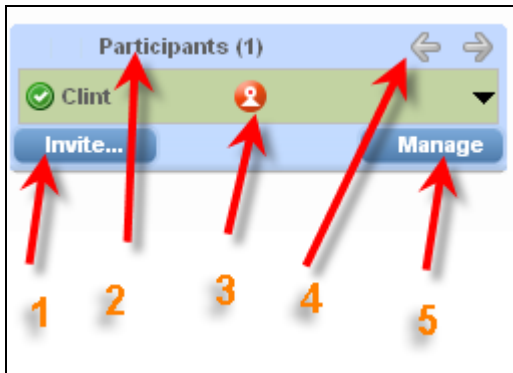
[ see video ]

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E. In this section there are multiple functions that will help you manage your meeting.

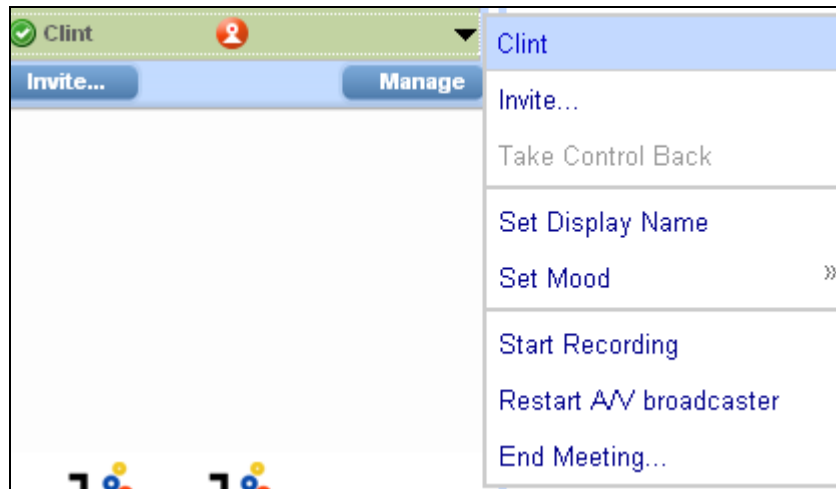


1. Click **Invite** to add participants to the meeting instantly. A pop-up screen will appear asking you to enter email addresses, separated by semicolons; you can enter a message that will be sent along with the invitation; you can determine whether to send it through local email, DimDim email or cancel this option.

A screenshot of a "Meeting Invitations" pop-up window. The window has a title bar with the text "Meeting Invitations" and a close button (X). Inside the window, there is a text area with the instruction: "To invite other people as attendees, please type their email addresses here separated by semicolon;". Below this is a large empty text box. Further down, there is another text area with the instruction: "Enter an optional personal message and send message using:". Below this is a text box containing the text "Please join my meeting". At the bottom of the window, there are three buttons: "Local eMail", "Dimdim eMail", and "Cancel".

2. This tells you how many participants are in the meeting. Below is a list of the names in the meeting, a green check mark appears next to their name if they are present in the meeting.
3. Next to the name that has microphone or webcam access this icon will appear. DimDim allows you to share three microphones with course users. You know they have been assigned the microphone because a microphone icon will appear next to their name.
4. If you invite enough users to have multiple pages of names these arrows will allow you to scroll through the pages of names.

5. By clicking on this icon  a menu will drop down that provides more functions.



As a host you will be able to invite participants from here, change the way your name is displayed, begin recording the session, restart an audio or visual feed, or end the meeting.

- F. If you are using a web camera the image will appear as this. If you hold the mouse on the right hand side of the image a tool bar will appear and allow you to adjust your settings.

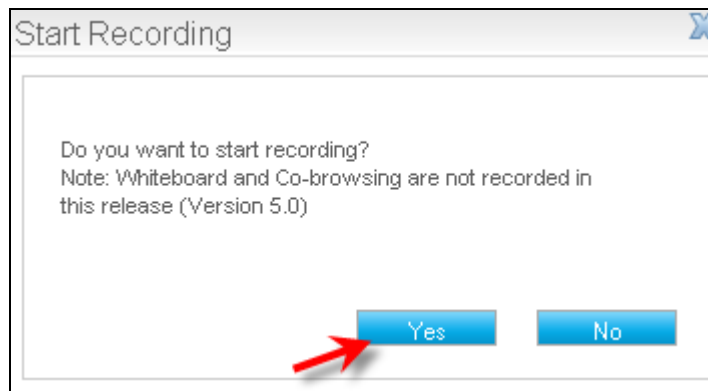




- G. This is the main screen. The content in this screen is visible by all users.
- H. At the top of the main screen there are useful functions displayed to help manage the meeting.



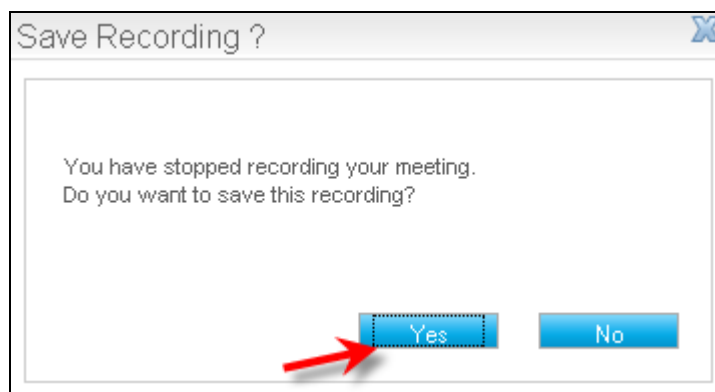
1. This is the room name.
2. Here is the dial in number, but remember that you have to turn this setting on.
3. This is the passcode for participants, not the host.
4. By clicking on this button you will begin to record the session. You will be prompted with a screen asking you if you want to begin recording.



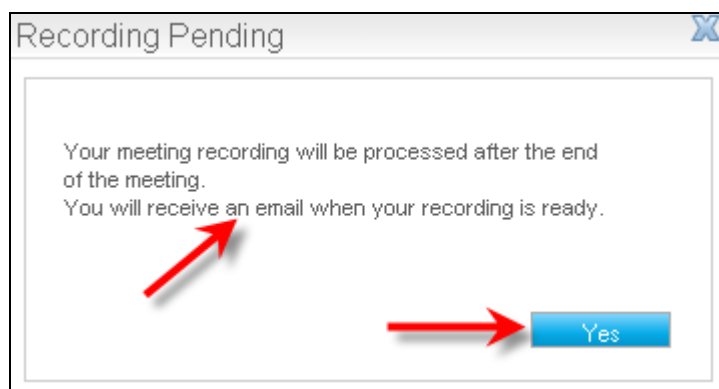
When you are recoding the icon will change to red and stop will appear.



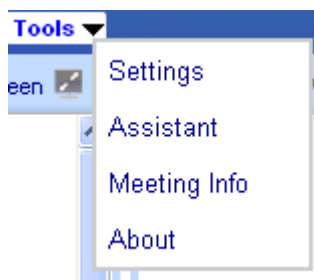
When you stop the recording you will be asked if you want to save the recording. This will allow you to grant access to it for those who could not meet, keeping with being asynchronous.



You will be notified through email with the meeting link to provide to those who could not be at the meeting.



- I. The **Tools** option offers more functions to manage your course.



In the **Settings** you can enable or disable the waiting area; you can adjust the audio or visual quality; set the maximum participants; adjust the meeting length; and copy the meeting URL. When finished you would need to click **OK**.

Web Meeting Settings

Change settings for your meeting. These will be effective only for the duration of this meeting.

Waiting Area: ☐ enable ☒ disable

AV Quality Setting: ☐ Low ☒ Medium ☐ High

Maximum Participants: 20

Current Meeting Length: 2 hours 15 minutes


Extend Meeting Length By: 0 hours 0 minutes

Return URL: <http://www.dindim.com/>

OK Cancel

Under **Assistant** you can choose which function you want.

What would you like to do with Web Meeting today?

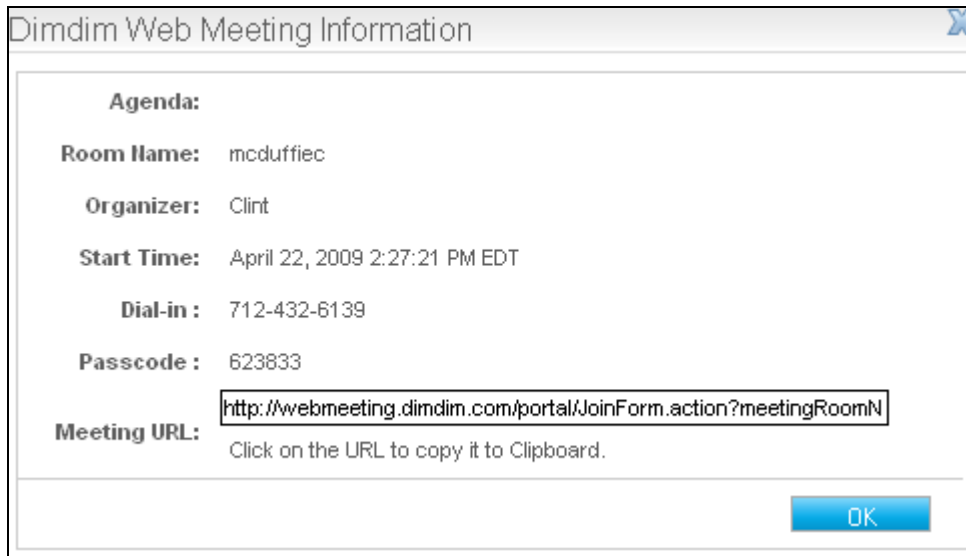


Computer Screen

Share Whiteboard

Share a Presentation

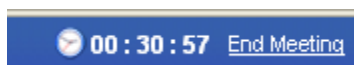
Under **Meeting Info** the particulars of your current meeting appear. Under this tool you can also access the meeting URL to cut and paste or link to if needed.



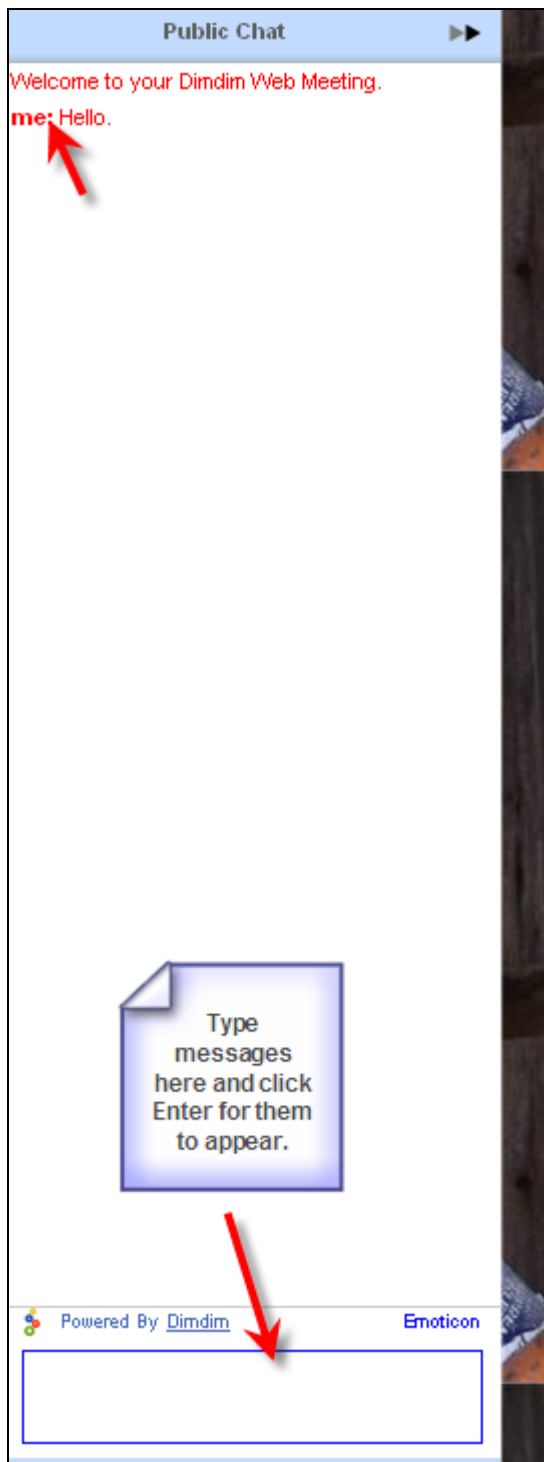
If you click on **About** the version of DimDim you are using is given.




- J. DimDim keeps a running time in the upper right hand corner of the meeting. Remember that you set the meeting time and when the limit is over DimDim will prompt you.

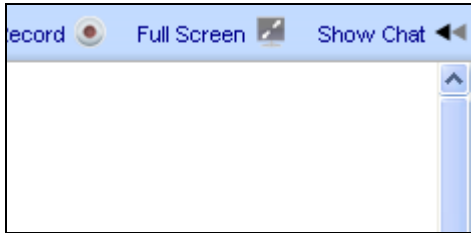


- K. DimDim provides the ability to instant message or text chat with meeting users. Under the public chat area you can type messages in the box at the bottom (labeled **L** in the main image above) and click your **Enter** key for it to appear in the message area. These comments are viewable by all users, and all users can use it to communicate. The user's name and then their message will appear.



Clicking on another users name under the **Participants** section will allow you to open a private chat with them, as long as you allow that in the initial settings for the meeting.

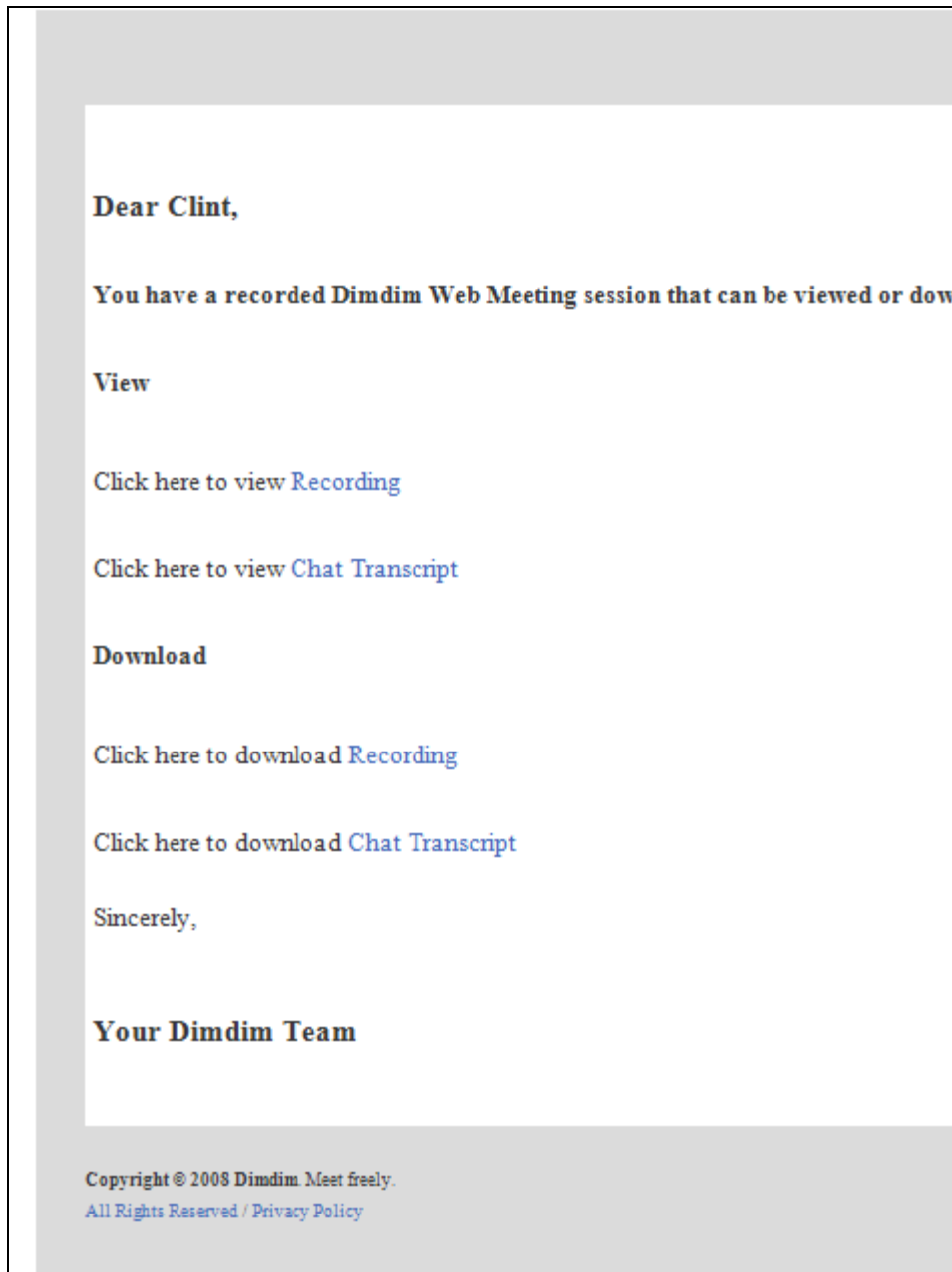
Clicking on the arrows (  ) in the top right will close the message box.



Now the message box is closed.

## Finished

When you end your meeting DimDim will email your registered account with the meeting information. In that email will be information you can give to those who could not attend and they can view the meeting at a later date.



Baker University School of Professional and Graduate Studies maintain an asynchronous learning environment for their online courses; what DimDim can offer is an opportunity to offer an instructional method to enhance course curriculum and connect with students utilizing contemporary technology.